

TRAC Meeting: Reporting Subcommittee Minutes

May 24, 2010

Member Attendees

Last Name	First Name	Company
Barnett	Chuck	Granite Rock
Cox	Charlie	Ironman Parts
Lawson	Dave	Crop Production Services
Pelle	KC	Megatrux, Inc.
Pfeifer	Nick	Granite Construction, Inc.
Phipps	Bob	Bettendorf Trucking
Plowman	Betty	California Dump Truck Owner Association
Rubiales	John	Justice and Associates
Sartell	Daniel	Button Trans. Inc.
Schrap	Matt	California Trucking Association
Tunnell	Mike	American Trucking Association

Discussion Items:

- Minutes from Feb. 17, 2010 meeting
- Issues/Discussion on the current reporting system for Truck and Bus
- GHG reporting overview
- GHG reporting – alternatives for uploading large files
- Open discussion

Minutes from Feb 17 meeting:

- Subcommittee members requested staff to post meeting minutes on our website in addition to receiving the minutes through e-mail

General Reporting Overview :

- Staff committed to improving the reporting instructions so a clearer explanation is given to users wishing to copy and paste from their spreadsheet to the reporting spreadsheet.
- Guidance materials available to members are the TRUCRS quick reference guide to explain the spreadsheet upload procedure, a separate detailed guidance document, and a document which explains how to enable macros in the reporting spreadsheet are available at the links below. The documents will periodically be updated with ongoing changes. All pages that staff demo are subject to change with regulatory changes.

Quick Reference Guide for Spreadsheet Upload

https://secure.arb.ca.gov/ssltrucrs/trucrs_reporting/documents/TB_10-0325_TRUCRS_Quick_Reference_Guide_for_Spreadsheet_Upload.pdf

Detailed Guidance Document

<http://www.arb.ca.gov/msprog/onrdiesel/documents/TRUCRS2010Guide.pdf>

Enabling Macros

http://www.arb.ca.gov/msprog/onrdiesel/documents/Enabling_MACRO_in_Excel_TRUCRS.pdf

Issues of the current reporting system

- Currently 866 – 6Diesel is the only number available for questions regarding information about the Truck and Bus Regulation and the reporting process. Email reporting questions to trucrs@arb.ca.gov.
- Staff will research the handling of Engine family and VIN for older model years that don't have engine families and/or don't follow the standard VIN format. Members suggested that if a vehicle has a model year older than 1979, engine family won't be required
- Staff will build a compliance calculator to allow different scenarios to be tested for use as a planning tool
- Staff key entered hard copy reporting applications and will follow up with a letter or email for fleets to view and edit data. Members requested that Staff create an (Adobe Acrobat or pdf) file with screen shots of the reporting pages and email it to all members.
- Staff may use a similar system to DOORS when fleets would like to sell or retire vehicles in the online reporting system. Also, a system needs to be developed to report replacement vehicles as there is a 30 day requirement for reporting. Currently, fleets are to track their own.
- Members would like to know when they can view the online reporting system for the January 2011 deadline and would like to view and test a beta tool. Staff will send out a link with some instructions on getting started on the test site.

GHG reporting overview:

- Staff did an overview of GHG online reporting system. Stakeholders can use the spreadsheets to report data or the online system.
- Members asked about workshop and training dates for GHG reporting. Workshops will be held in late June/ early July, 3rd or 4th week in June and possibly the 1st week in July. It was suggested that the training sessions be recorded and made available on CD or DVD as well as online.
- Staff informed members that they can only register exemptions through the spreadsheet. The online pages may be available in the coming weeks.
- Members suggested that the online reporting page should state "this page intended for small fleets" and include a link for large batch uploads. This should be at the top of the page so stakeholders with large fleets go immediately to the

batch upload page. Staff will remove and test the maximum limit on the number of records that can be copy pasted into the spreadsheet for large fleets.

Technical Details of the Online Reporting System

- Specific details members suggested are:
 - that the engine year drive the options available in the VDECS drop downs
 - to handle retrofit devices that have been de-verified for the Jan. 2011 deadline.
 - to add a link at the top of the reporting page to a document that lists information needed for reporting, so all information can be gathered prior to reporting online.
 - for the top of the first reporting page clearly state who is required to report with a link to the advisory for more detailed information.
 - for the first page of reporting form needs to clearly state it is not for reporting trailers. Possibly change the label to read Vehicles (do not report trailers here)
 - to view data from large fleets, offer a report that could be exported into Excel format, which will be easier than trying to look at the data line by line on the form
 - to offer two ways to save the data. 1) Save and Clear Form and 2) Save and Add a similar truck. The Save and Add a similar truck would populate the page with the values from the last data entry so repeating data doesn't have to be re-typed.
 - in addition to the online system sorting fleet data by clicking on the column heading, allow to sort by more than one column and prioritize the sort similar to excel sorting
 - to make online reporting available in Spanish.

Open Discussion

- At the July TRAC meeting, subcommittee members would like an update on status of the Ag data
- At the July TRAC meeting, subcommittee members would like to see mockups of the pages for the Jan. 2011 online reporting